

CHANGE ANNOUNCEMENT

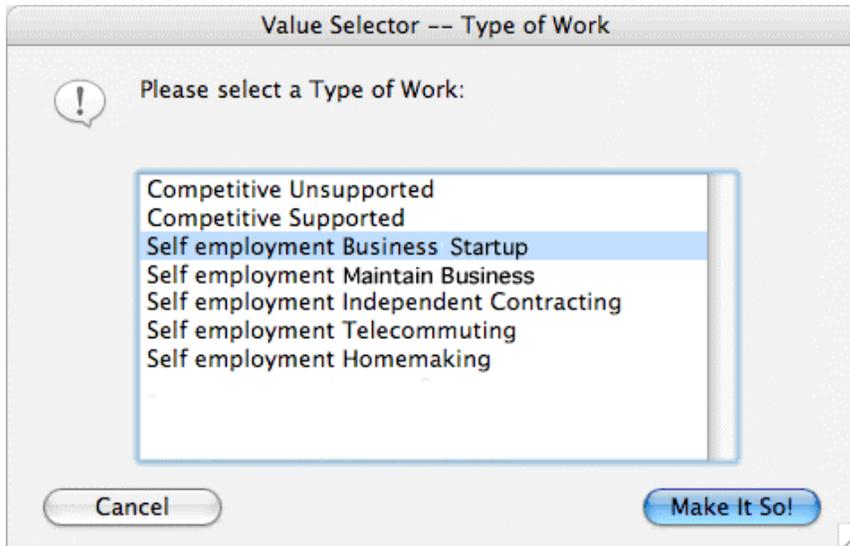
SMALL BUSINESS/SELF EMPLOYMENT MANUAL CHAPTER 09/26/05

A revised Small Business/Self Employment manual chapter has been posted on VRIS in the 'Community Services' section.

CHANGES

1. The chapter was revised to reflect the new format that will be used with all future manual chapters.
2. Information was added concerning the requirement to maintain an open case for one full tax year that was communicated to all staff by email several weeks ago. This information is found in numbers 12 and 13 under 'Service Delivery Process'.
3. A NOTE was added to number 12 explaining that only business start-up cases require the one full tax year monitoring. Our intent is that new businesses we help start will be monitored for one full tax year. The one tax year monitoring is not required for businesses that were in existence prior to referral where the intent is to help the individual maintain their business. An example would be a farmer/rancher referred by AgrAbility.

To accommodate this, a change will be made to the Employment Goal screen when selecting the "Type of Work Desired". The current choice of 'Self Employment Business Ownership' will be changed to 'Self Employment Business Start Up' and a new choice 'Self employment - Maintain Business' will be added. The new choices are shown below. This will not be available until 10/17/05. After that date you will need to change the "Type of Work Desired" for any current cases that are not new business start up from 'Self Employment Business Ownership' to Self employment - Maintain Business. This change will make it possible for you to close Self-Employment-Maintain Business cases after 90 days of employment.



4. The other change is the requirement to contact the Program Director for Counseling if considering consultation with someone other than Wayne Miller. We have designed a successful self employment process and have a service agreement with Wayne Miller to provide consultation. When staff are considering a different process or use of other consultants we need to assure that the basic precepts of the successful program will be met.

TEAM COMMUNICATION

This information is to be discussed in a team meeting with all staff members. It is recommended that the discussion include the entire chapter as well as these changes.

EFFECTIVE DATE

The changes in this chapter along with the QUEST changes become effective on 10/17/05.

STATE OFFICE CONTACT

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